USER MANUAL FOR UPDATING/EDITING IN PLAN SCHEME REGISTRATION FORM

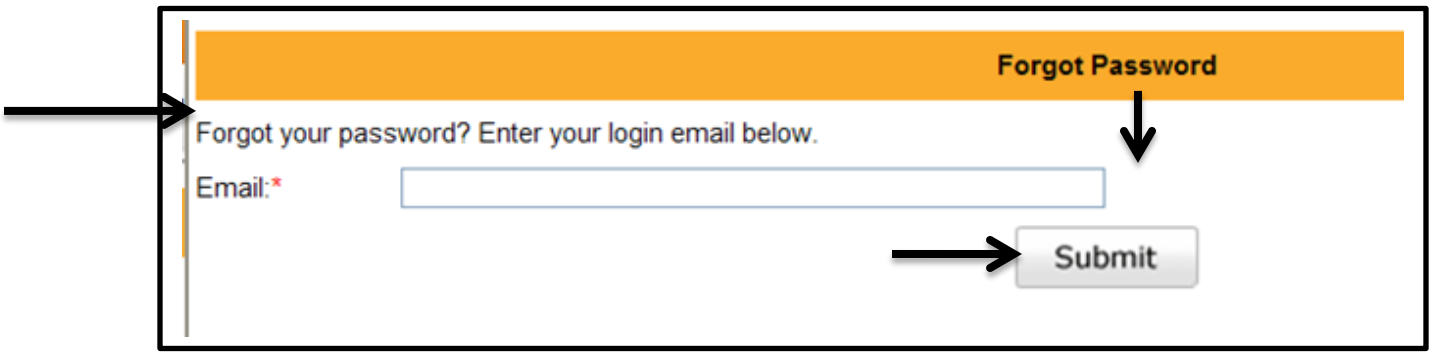
Step 1: Go to www.planschemescondb.gov.in portal you will find a Login box on upside right corner of the page.

Sign In
Plan Schemes Consulting Interventions and Consultant Database
Email:
Password:
Forgot Password
New Registration
Sign In
| Home | Registration | Search | Consultancy Requirements | Useful Links | Feedback | Contact Us |
Welcome to a portal on the consulting interventions / requirements of various central plan schemes and centrally sponsored schemes .
Portal contains possible Consulting interventions in various plan schemes along with database of Consultants with an objective to develop linkage between users of consultancy services (Ministries/ Government Departments/Agencies) and Consultants.
The contents of the Portal are dynamic and would be up-dated from time to time.
(The database of the Consultants is based on the information provided by the Consultants. Client organizations may decide to evolve criteria/sele method for engagement of Consultants for their specific requirement)

Step: 2 Please **Sign In /Login In** by entering your email id (The email id on which you have received this mail) and then type your Password

In case, you have forgot your Password kindly Click on "**Forgot Password**"

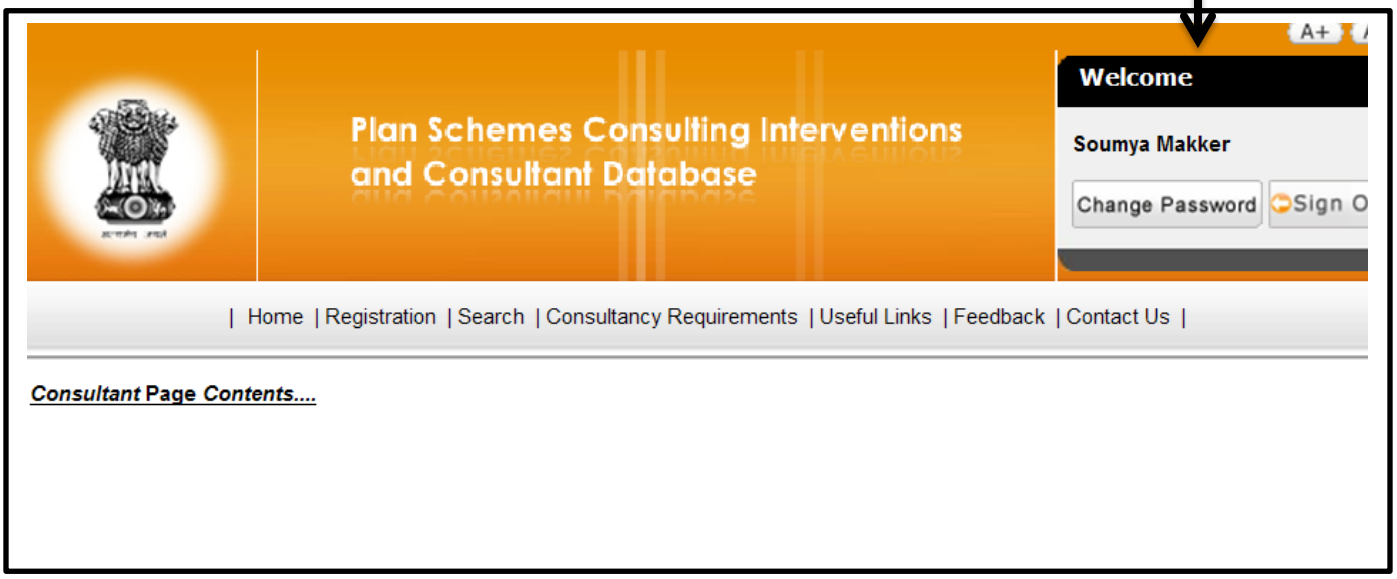
The following Window will be appears where you have to enter your registered email id (The login ID on which you have received this mail) and press **Submit** button.



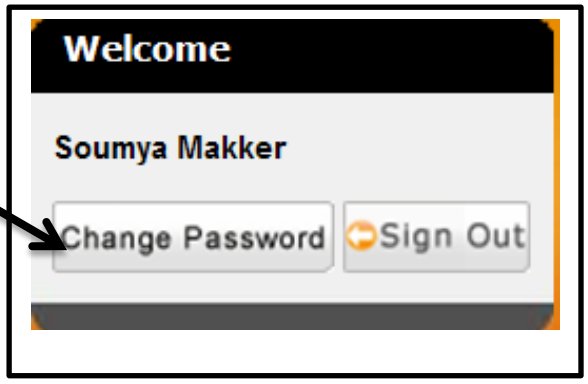
When you click the submit button after entering your email id, system will generate your password and send it to you on registered email id.

Step 3: **Sign In** with your email id and password

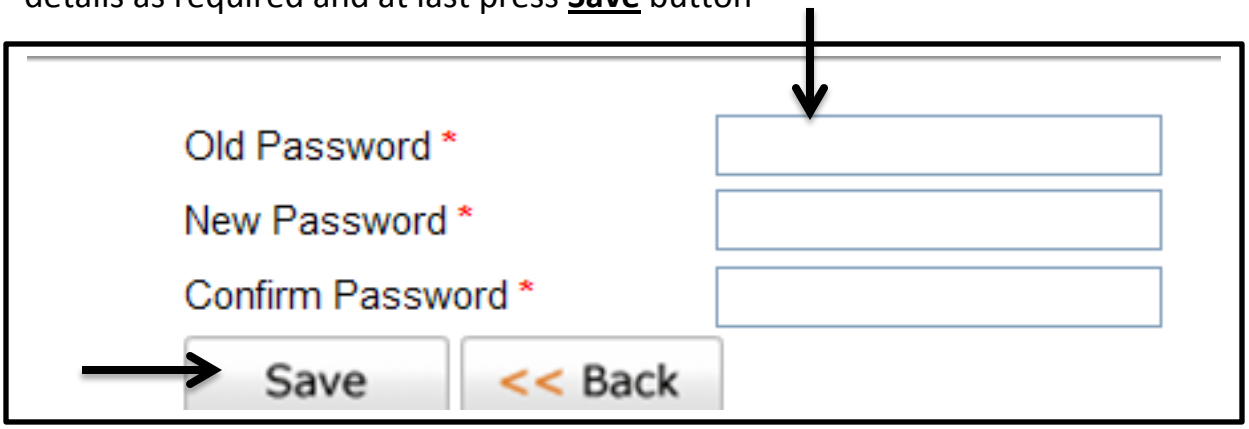
The welcome page will be displayed on the on upside right corner of the page.


Plan Schemes Consulting Interventions and Consultant Database
Welcome
Soumya Makker
Change Password
Sign O
| Home | Registration | Search | Consultancy Requirements | Useful Links | Feedback | Contact Us |
Consultant Page Contents....

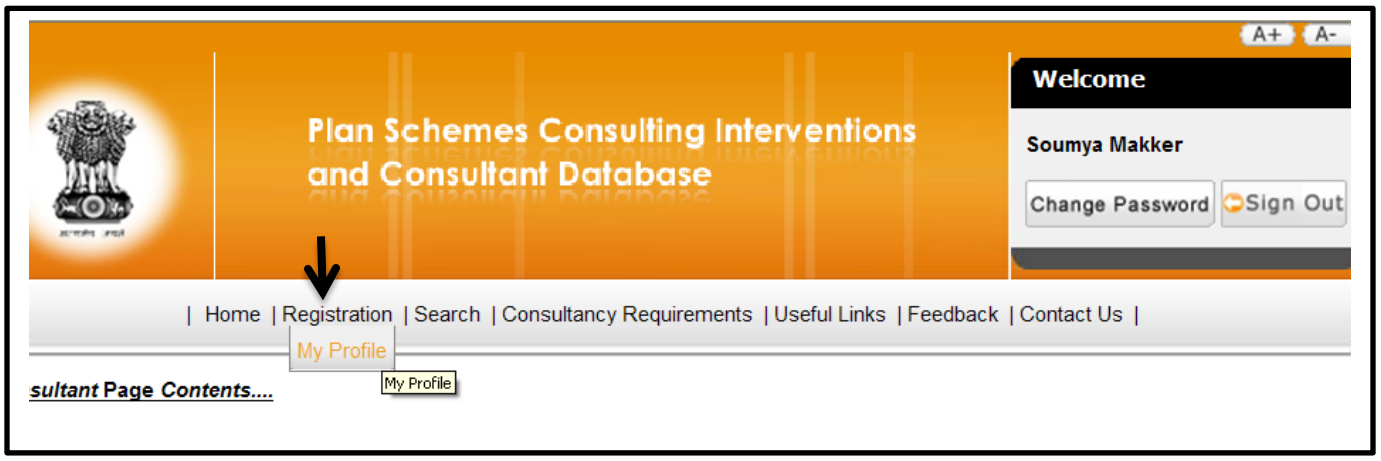
As a part of security policy, if you wants to change your password you can click on option **Change Password**



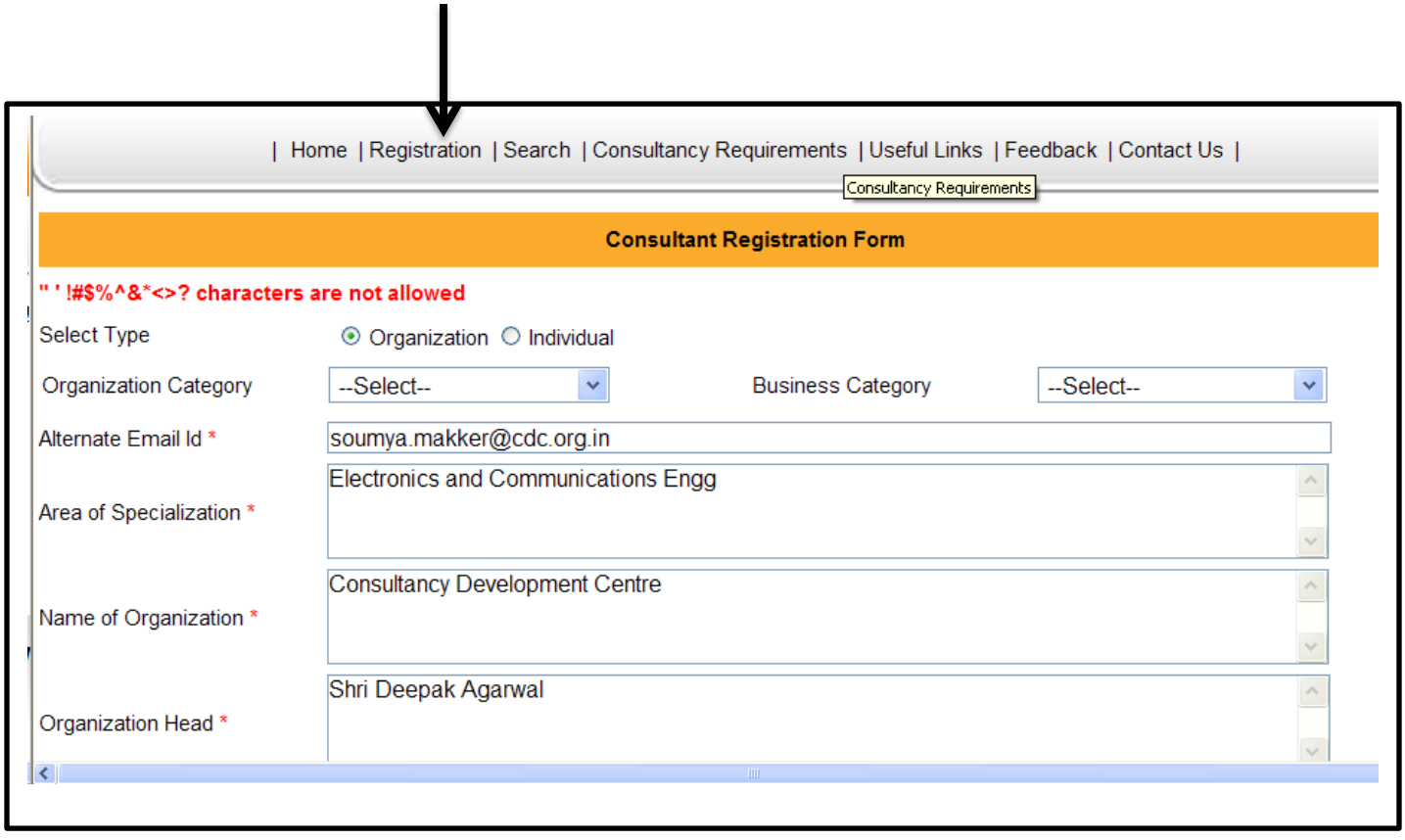
As you click on **Change Password** the following Window will appear and enter the details as required and at last press **Save** button



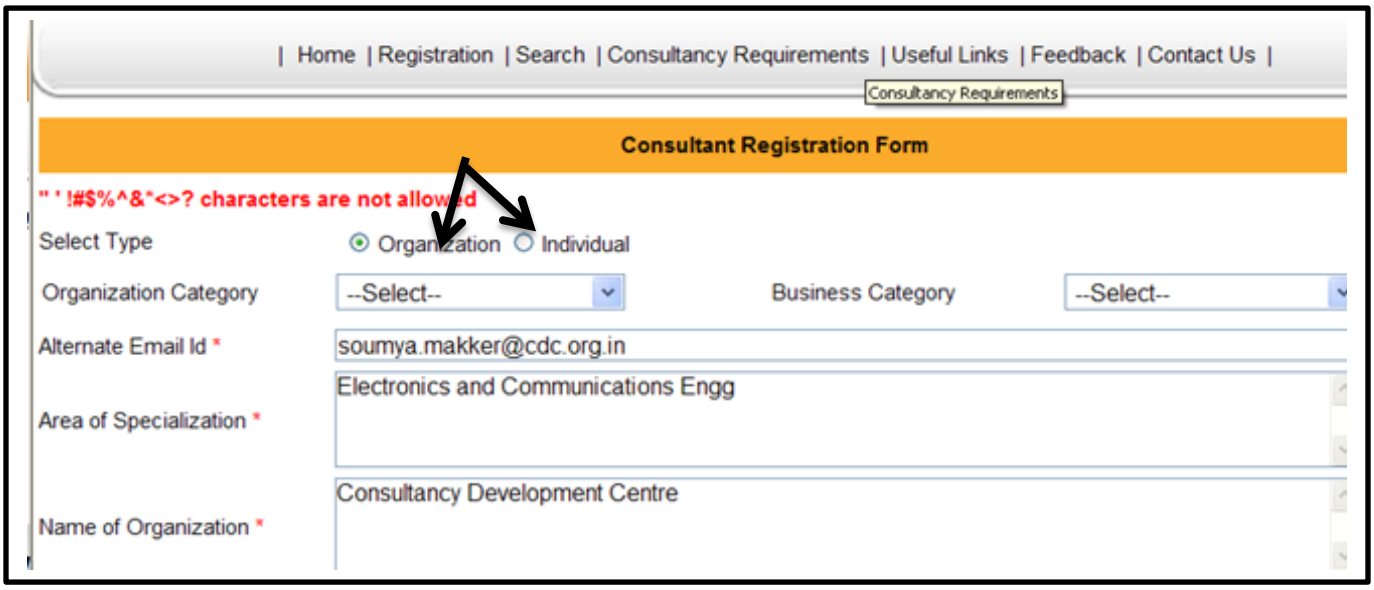
Step 4: After login the following window will be opened where you have to click on **Registration** then it will shows **My Profile**



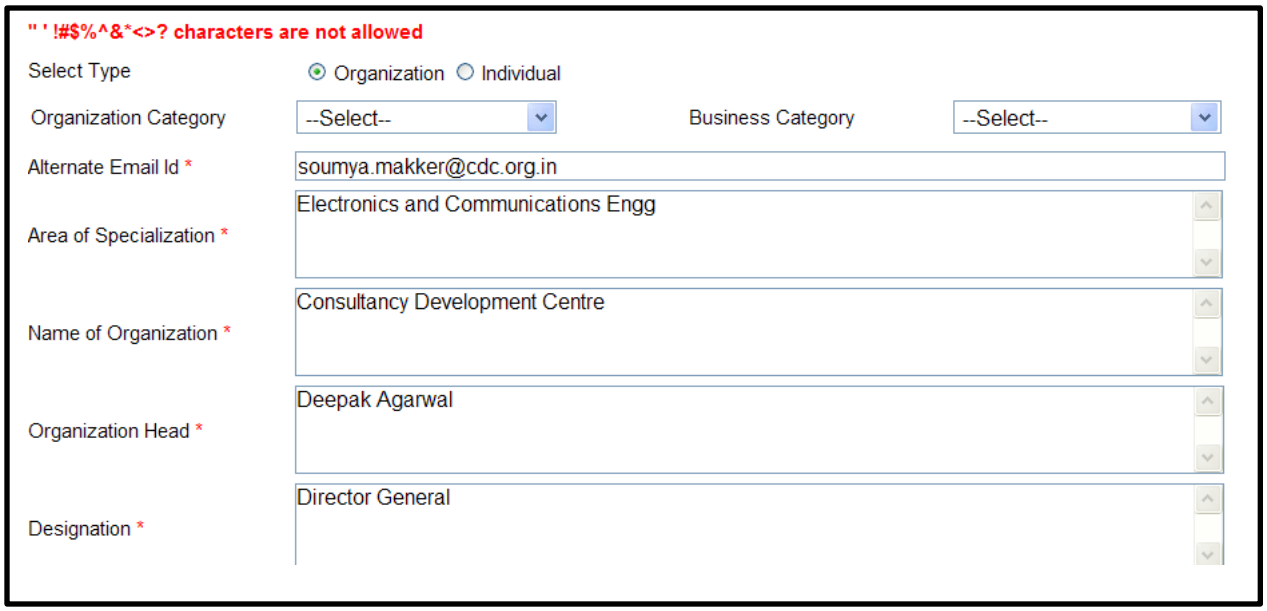
(As you click on **My Profile** it opens the page which shows your entire profile where you can edit/update your profile accordingly)



Step- 5 Where you have to select options Organization or Individual whichever is appropriate to you:

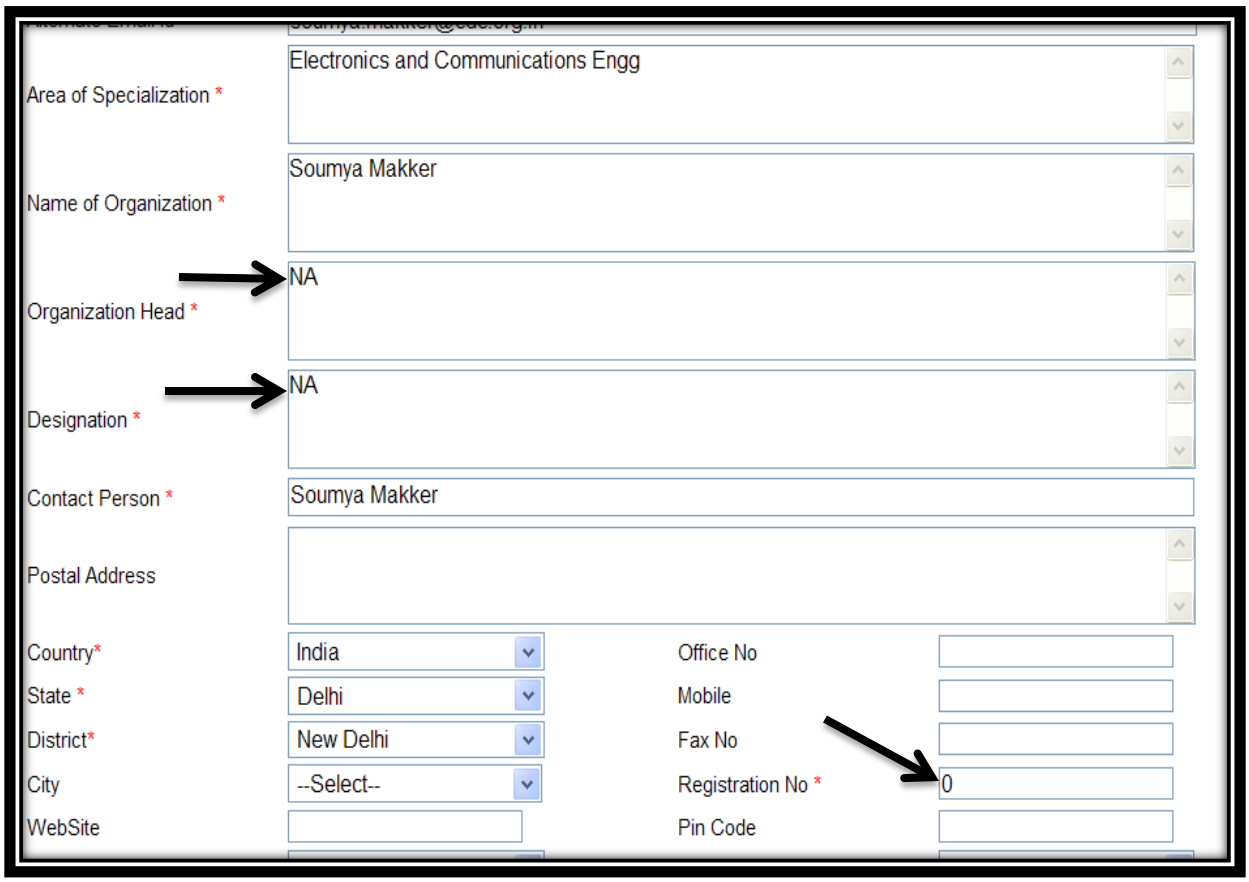


In case you select the organization following page will be opened and you can update your details appropriately.

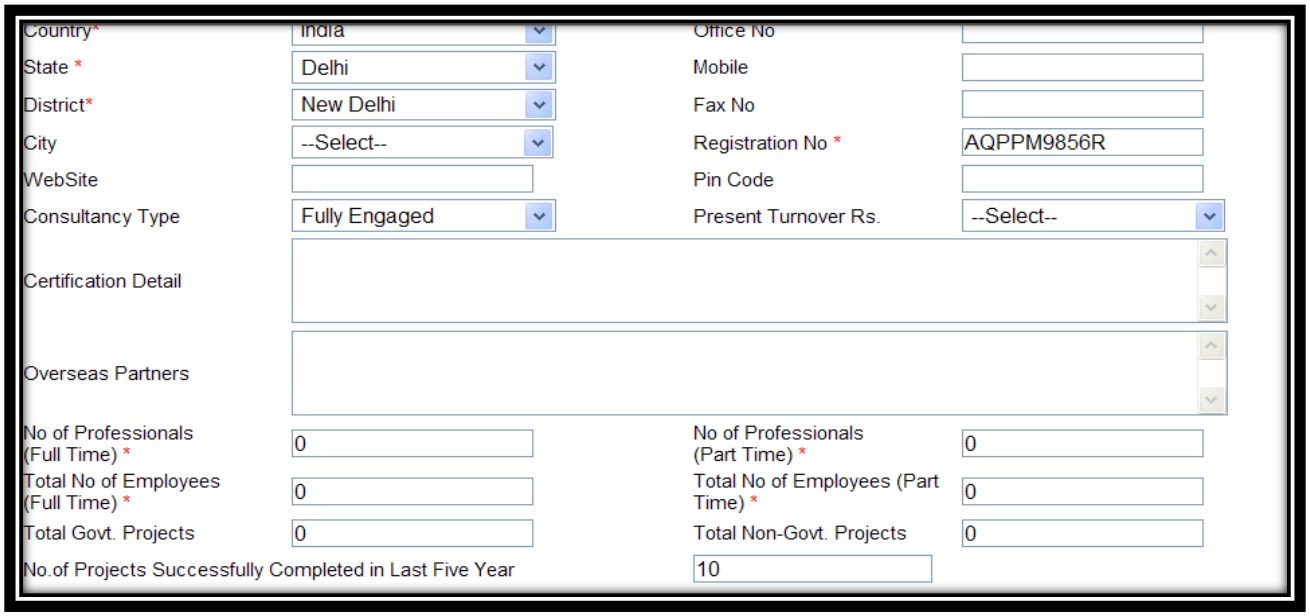


In the **Individual Consultant Form** some of the mandatory fields of which are not appropriate to you like:

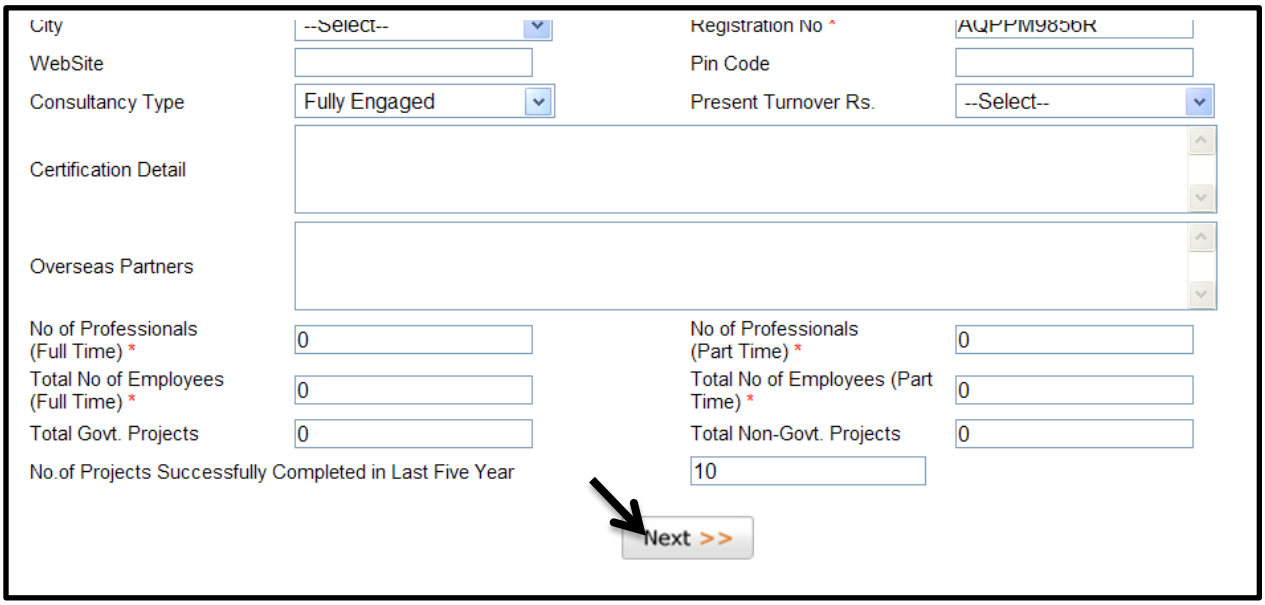
- In field Name of the Organization: Kindly write Name of the Consultant, **Designation** you can write NA
- For e.g. Registration Form where digit is requires you can write 0



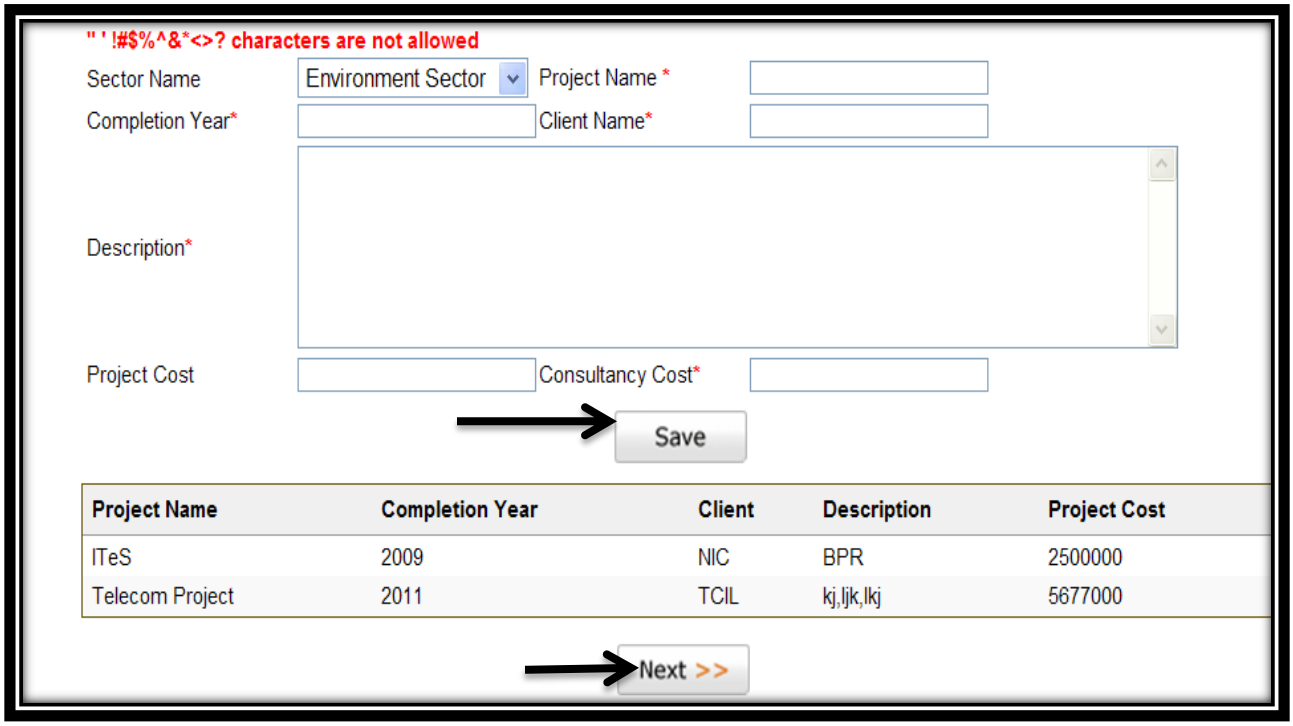
Otherwise In both the Registration Form whether it is **Sign In** as **Organization** or **Individual** any mandatory field which is not appropriate to you can write simply NA and in any field where digits are required you can write 00



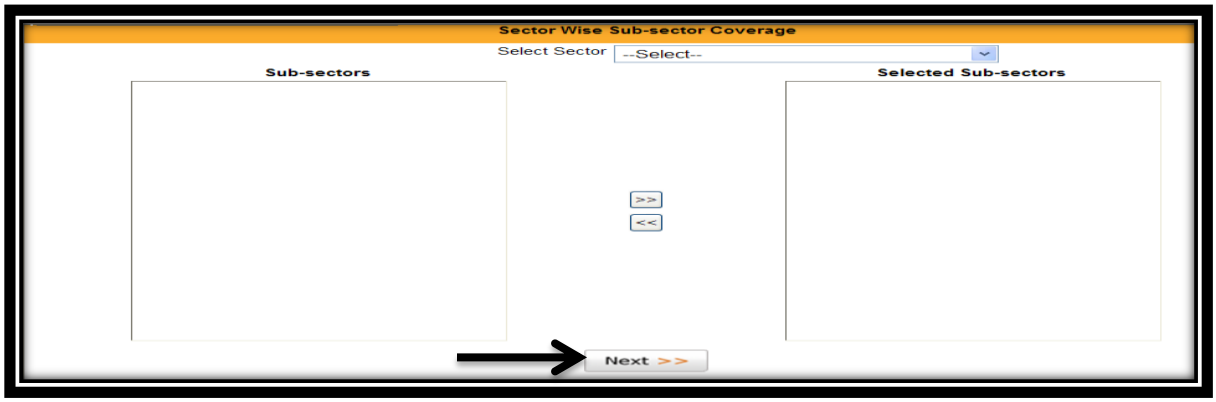
Step -6 After Filling all the mandatory fields click on Next as shown in the Window below:



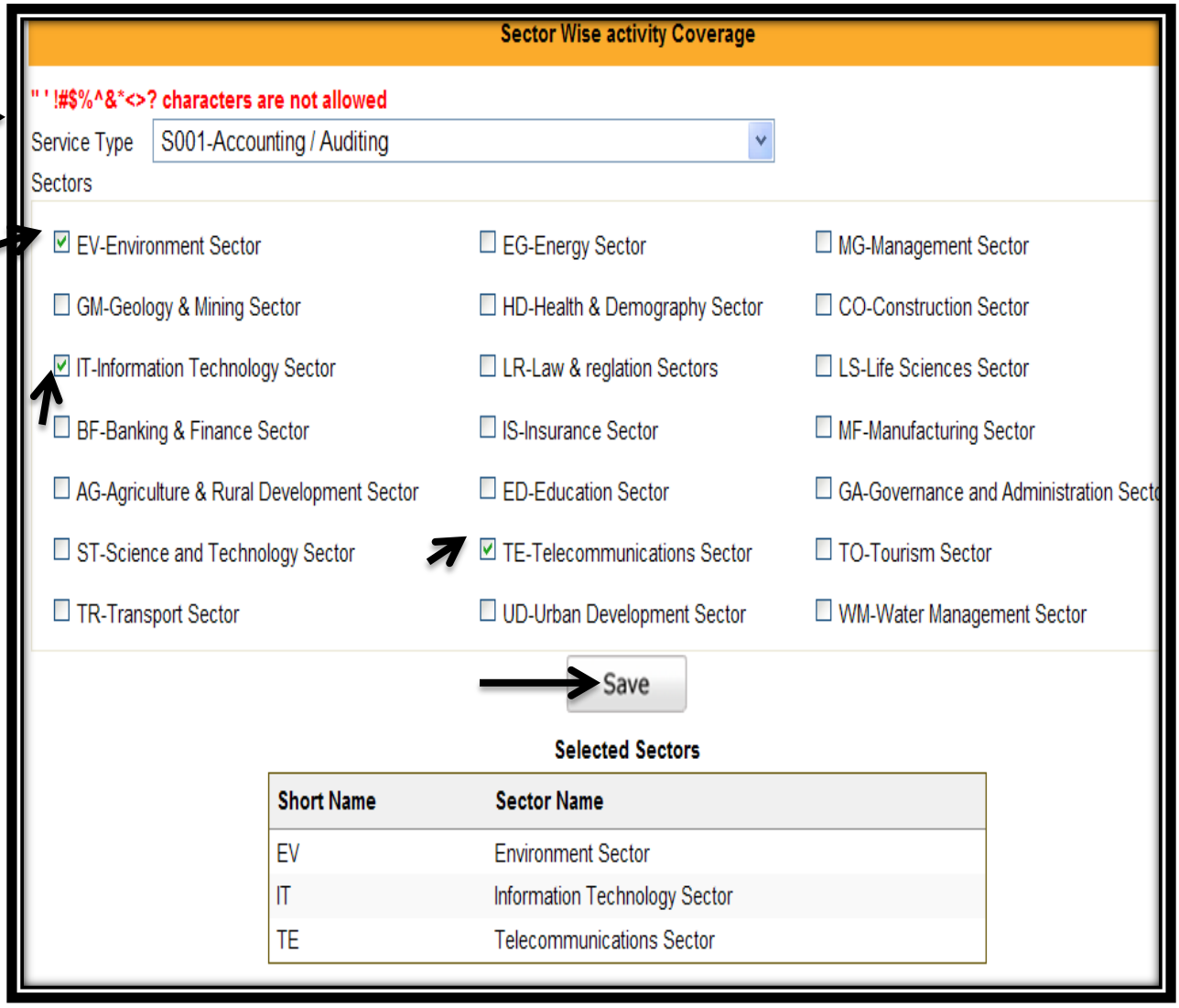
Step 7 : As you click on Next button the new window will be appears in which you have to fill the fields which are appropriate to you and then click on **Save button and then click on Next** as shown below:



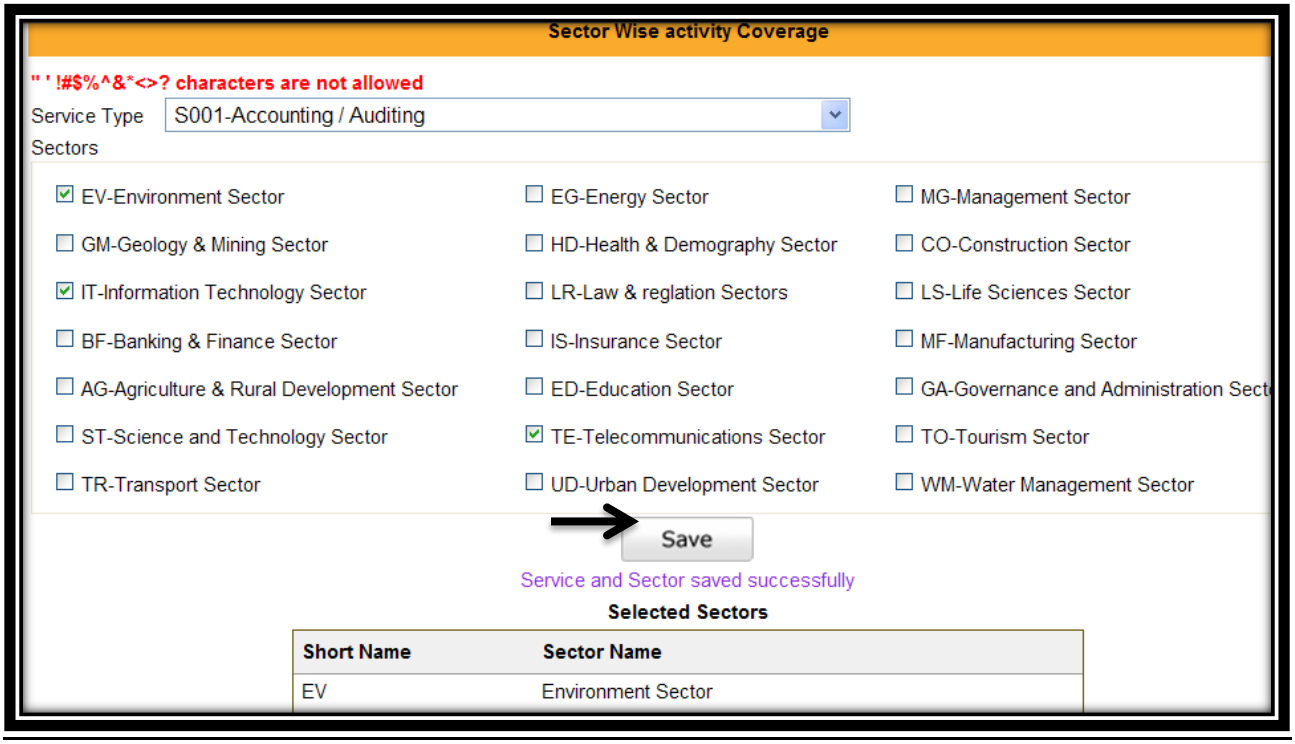
Step 8: As you click on **Next** new window will be opened where you have to select the **Service Type** and select your **appropriate Sectors** and click on **Next**



Step 9 : As you click on **Next** new window will be opened where you have to select the **Service Type** and select your appropriate **Sectors** and click the **Save button**



Step 10 : At last when you click on **Save** the next and last window will be opened which shows that your **Service and Sectors are successfully saved**



After following the above mentioned steps to steps you can easily update your profile.

In any case, you have any queries you may mail or contact us:

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Phone Number : 011 24601533